



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### Parking Policy

**Effective Date:** July 1, 2007

**Policy #:** ADM-11

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**I. PURPOSE:** To outline procedures for employee, visitor, and handicap parking on the Montana State Hospital campus. This policy will describe acceptable employee and visitor parking areas, as well as loading zones and fire lanes. This policy does not pertain to the WATCH and START employee parking lots or the MSH employee housing areas.

**II. POLICY:** It is the policy of Montana State Hospital to provide adequate parking space for all employees and visitors. Montana State Hospital, in accordance with state and federal law will also provide adequate handicap parking and enforce its proper use.

**III. DEFINITIONS:**

Designated Employee Parking Spaces – refer to attachment A for the location of the designated employee parking lot west of the main hospital building. Designated employee parking is also in the spaces on Trapper Way near the intersection with Fleecer, and any parking space on Fleecer or Alpine not otherwise designated for visitors, as loading zones, fire lanes or for handicapped individuals.

Designated Handicap Parking – any parking space marked by a handicap parking sign and blue paint on the curbing. Vehicles parked in these spaces must have the proper identification as a handicap vehicle either on its license plate or in its window.

Designated Visitor Parking – any parking space located on Garnet Way.

Loading Zones – any area used for the sole purpose of delivery and pickup of supplies, food, and equipment. Specifically: the two loading docks at the main hospital for foodservice and laundry, (west side of building) the loading dock located on the west side of the Spratt building, the loading dock on the north side of the warehouse building, and the loading dock located on the north side of the Program Support Building.

Fire Lanes – any area designated as a fire lane by signage and red paint on the curbing. There is no parking in these areas at anytime for any vehicle other than fire trucks or other emergency services vehicles.

**IV. RESPONSIBILITIES:**

A. The Safety Officer will:

1. Enforce this policy through Montana State Hospital's Security Officers and Anaconda Deer Lodge County's law enforcement.
2. Communicate to management all major and repeat offenders of this policy.

B. Immediate Supervisors / RN House Supervisors will be responsible for enforcing this policy through Montana State Hospital's Security Officers and are responsible for any disciplinary action for employees who do not follow this policy.

C. The Maintenance Department will maintain all signage and the painting of curbs in loading dock areas, handicap parking spaces, and fire lanes.

**V. PROCEDURE:**

- A. Refer to attachment A for the location of the designated employee parking lot west of the main hospital, which is the primary location for employee parking. Employees may also park in the parking spaces provided on Trapper Way near the intersection with Fleecer, and in any parking space on Fleecer or Alpine not otherwise designated as visitor parking, loading zones, fire lanes or for handicapped individuals. Employees will not parallel park on any street on the MSH campus unless it is in the line of their assigned duties, such as maintenance or other service vehicles.
- B. Security Officers will give all employees one notice in writing when they are parked in a visitor parking area, loading zone or fire lane. Security Officers will include this information in the security log written for each shift. Employees without handicap status who are parked in designated handicap spaces will have a picture taken of their vehicle, marked with the time and date. These will be used for the purpose of citation writing by the Anaconda Police department. Repeat violations of the handicap space parking will result in the employee's vehicle being towed.

- C. The Safety Officer will maintain a file of violations of this policy, and will communicate to management all major and repeat violations of this policy.
- D. Parking between Blizzard Way and the rail road tracks is not allowed.
- E. Extended parking, (over one hour) on the south side of the TLC building is not allowed.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Director of Quality Improvement, Director of Nursing, the Safety Officer, and the Maintenance Supervisor.

**VIII. RESCISSIONS:** None, new policy.

**IX. DISTRIBUTION:** All hospital policy manuals.

**X. REVIEW AND REISSUE DATE:** July 2010

**XI. FOLLOW-UP RESPONSIBILITY:** Safety Officer

**XII. ATTACHMENTS:** [Attachment A – Employee Parking Map – July 2007](#)

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Ed Amberg Date  
Hospital Administrator